EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 02 July 2019; 11:30 AM – 12:45 PM

LOCATION: WPAFB Building 11

SUBMITTED BY: Christopher Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 01 August 2019; 11:30 AM - 1:00 PM (First Tuesday)
Location: WPAFB Building 11

Call in Number (605) 468-8032 Host Access Code: 722792* Participant Access Code: 722792#

MONTHLY GENERAL MEMBERSHIP MEETING: 11 July 2019
Hope Hotel & Richard C Holbrooke Conference Center
10823 Chidlaw Rd
Wright-Patterson AFB, OH

ITEMS DISCUSSED:

1. **President’s Corner (Mr. Joe DiMisa)**
   - Post Leadership Workshop is in August. Joe Brink, Tara Grove & Tay Johannes will attend.
   - AFIT’s Joint Engineering Operations Course Reception & Dinner is scheduled for 29 July at the WPAFB Club. The Kittyhawk Post (Capt Lantz & Joe Brink) will help organize event and the Post’s Eventbrite account will be used to collect RSVPs & payments. Event is expected to be a net-zero cost to Post. Board Members are invited to attend and Post will brief the benefits of SAME membership.

2. **Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)**
   - Minutes for the June meeting were reviewed and approved.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
   - The Treasurer’s report for June was discussed.
   - Reminder that there is a reimbursement request form that board members should use if they need a check for reimbursement of any post expenses.
Committee Reports – Directors

4. Directors (Mr. Mike Howe / Mr. Jeff Leonard / Mr. Norm Campbell)
   • Working one package for fellow nominations for Dave Perkins; will submit for first regional review by 10 August.

   Maintenance Goal: Support the president
   Stretch Goal: Save multiple candidates for each position next year

Committee Reports – Social & Service (Ms. Tara Grove)

5. Golf (Mr. Joe Bassaillon)
   • The golf outing is scheduled for 23 August 2019 at Twin Base Golf Course.

6. Social (Mr. Ted Hecht / Mr. Robert Blevins)
   • NSTR

7. Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)
   • Committee has names of deployed service member and is preparing care packages.

8. Community Projects (Ms. Tara Grove)
   • NSTR

9. Fisher House (Bronnie Kallas)
   • Social event at Dayton Dragons on July 3rd. Bronnie Kallas and Joe DiMisa attending.

10. Run to 2020 (Tara Grove / Joe Brink)
    • NSTR

   Maintenance Goal: Develop a contact database for service projects
   Stretch Goal: Develop strategic partnership with a local NFP organization (possibly USO)

Committee Reports – STEM Outreach (Mr. Jeff Leonard / Mr. Shawn Moore)

11. Scholarships (Ms. Nadja Turek)
    • NSTR

12. Science Fairs (Mr. Shawn Moore / Capt Bendan Maestas)
    • NSTR

13. College Outreach (Dr. Tay Johannes / Capt Jesse Lantz)
    • Working to hold meeting with University of Dayton and Wright State University the week of 15 July to discuss benefits of SAME membership.
14. **K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)**
   - NSTR

15. **Camps (Capt Brendan Maestas / Mr. Chris Abell)**
   - We have 3 campers sponsored, campers preparing for respective camps, no issues.

16. **Tech Fest / Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
   - NSTR

Maintenance Goal: Establish POC for every high school and college in the area
Stretch Goal: Form a partnership and student chapter at UD and UDRI

**Committee Reports – Awards & Recognition (Mr. Dale Fox)**

17. **Membership Anniversary Recognition (Mr. Joe DiMisa / Mr. Buddy Stanford)**
   - Membership anniversary recognition will be conducted at the October Post Luncheon

18. **Awards (Mr. Gordon Taylor)**
   - NSTR

19. **National, RVP & Post Awards (Mr. Jeff Leonard / Mr. Dale Fox)**
   - NSTR

Maintenance Goal: Continue to be one of three posts that get distinguished in all 5 streamers
Stretch Goal: One nominee for each of the national awards

**Committee Reports – National Committee Reps (Mr. Norm Campbell)**

20. **Architectural Practice (Mr. Joe Brink / Mr. Drew Titone)**
    - NSTR

21. **Energy and Sustainability (Mr. Norm Campbell / Ms. Nadja Turek)**
    - NSTR

22. **Environmental (Mr. Joe Dimisa)**
    - NSTR

23. **Facility Asset Management (Mr. Norm Campbell / Capt Brendan Maestas)**
    - NSTR

24. **International (Mr. Norm Campbell)**
    - NSTR

25. **Joint Engineering Contingency Operations (Maj Chris Scannell)**
    - NSTR
26. **STEM (Mr. Jeff Leonard)**
   - Send any ideas for SAME National level STEM activities to Jeff.

27. **Resilience (Mr. Jon Wheeler / Mr. Michael Backers)**
   - NSTR

28. **Licensing / Credentials (Ms. Nadja Turek / Col Paul Cotellesso)**
   - NSTR

If interested in webinars, check the SAME National website.

Maintenance Goal: Continue to be engaged in all national committees
Stretch Goal: As a post, lead events within national committees that tie to Kittyhawk

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**Committee Reports – Membership Relations (Mr. Buddy Stanford)**

29. **Individual Membership (Mr. Joe DiMisa / Mr. Buddy Stanford)**
   - The following are the current membership numbers:

   **July 2019**
   - Total: 505

   The 2019 Goal for membership is 500.

30. **Sustaining Membership (Mr. Michael Chapman)**
   - July SM speaker will be Kaitlyn Willette from 4-Points Development

31. **Young Members (Capt Gemma Fiduk / Maj Tyler Johnson / Hannah Jones / Mr. Tyler Johnson)**
   - Social event in Dublin, OH is scheduled for 13 July at Pins Mechanical Company (bowling).
   - Capt Fiduk will be at Squadron Officer’s School from 09 July to 23 August. Capt Jagota will fill-in as Young Members Chair until Capt Fiduk returns.

32. **Fellows (Mr. Gary Koenig)**
   - NSTR

33. **Small Business (Mr. Scott Porter / Mr. Jeff Engram)**
   - **Post Small Business Liaison Officer (Mr. Scott Porter)**
   - Industry Day was successfully completed resulting in positive cash-flow to Post. A write-up will be provided to SAME National

Maintenance Goal: maintain contact with new and dropped members
Stretch Goal: Grow membership
Committee Reports – Communications (Maj Chris Scannell)

34. Newsletters (Maj Christopher Scannell)
   • Send content to Chris NLT 7/3/19

35. Press Releases (Mr. Chris Hesse)
   • NSTR

36. Website (Capt Jesse Lantz / Mr. Tyler Johnson)
   • Capt Jesse Lantz will be primary POC to manage website, Tyler Johnson will be his alternate.
   • The Kittyhawk Post has been migrated to the new server. New website is located at: https://www.same.org/kittyhawk. Capt Lantz will post banner on old website to redirect traffic to new website as well as to continue to populate background data.

37. Social Media (Mr. Tyler Johnson / Capt Jesse Lantz)
   • Tyler Johnson will be primary Social Media POC, Capt Jesse Lantz will be his alternate.

Maintenance Goals: Update the distribution list for the newsletter.
Stretch Goal: Implement a social media strategy.

Committee Reports – Programs (Ms. Teri French)

38. Facility Logistics (Ms. Teri French)
   • NSTR

39. Industry Day (Mr. Scott Porter / Ms. Ashley Bielefeld / Mr. Joe Brink / Mr. Norm Campbell / Mr. Ken Stegall / Mr. John Koerner)
   • NSTR

40. Protocol (Mr. Joe Pado)
   • NSTR

41. Monthly Lunch Program & Speakers (Ms. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard / Maj Steve Schuldt)
   • The July general membership luncheon was discussed and details were coordinated. Featured Speaker will be Mr. David Beck from NASIC.
   • There will be no August meeting (Golf Outing instead). The September meeting is planned off-site at the Dayton Arcade.

42. SAME Seminars / Webinars (Ms. Nadja Turek)
   • NSTR

Maintenance Goal: Secure monthly speakers on programs, projects, or contract opportunities that are relevant to post membership while maintaining a minimum of 8 PDHs per year.
Stretch Goal: Proactively schedule annual programs calendar to meet streamer requirements and line-up speakers at least 3 months in advance to promote better advertisement and attendance
Other Business

43. Old Business:
   - Joe Dimisa is working issues related to the potential stand-up of the Post’s Cleveland Chapter with Alexander Masters. Joe will keep Board informed on developments.

44. New Business: None

45. Post calendar is attached.

46. Adjourn: 12:45 PM

Christopher M. Scannell
Secretary, Kittyhawk Post

Joseph M. DiMisa
President, Kittyhawk Post
TREASURER’S REPORT

July, 2019

Expenses
- Eventbrite fees June Lunch = $214.23
- Eventbrite payment processing fees June Lunch = $211.48
- June Lunch/ Industry Day $3,026.58
- Scholarships $5,500.00
  - Jim Levy, Elise Kemper, Rachel Kahler, Michael DiMisa, Sinclair Foundation
- Messer Construction $99.00 Industry Day Ad
- Graphics to Go $32.03 Industry Day sign
- Ian Wolfe (camper travel) $789.01

Total Expenses $9,872.33

Income
- Yellow Ribbon $201.00
- Industry Day $7,414.00
- Fisher House From Eventbrite $27.00
- April Lewis Scholarship From Eventbrite
- Golf Sponsors
  - AEC-Emersion $750.00
  - Burgess & Niple $500.00

Total Income $8,892.00

Anticipated
July 2019

Expenses
- July Lunch

Income
- July Lunch

Other Items:
Account Balances as of 06-30-19
- WP Basic Share account $1,345.23
- WP Checking Account $16,103.90
- WP Money Market Fund $94,105.62
- Cash Box $500.00
MEETING AGENDA
SAME – Kittyhawk Post
11 July 2019
Hope Hotel

11:15  Set up laptop and projector (Amir Mott)

11:45  Welcome to this meeting of the Society of American Military Engineers (SAME) Kittyhawk Post April meeting. (Joe Brink)

Pledge of Allegiance (Joe Brink)

Invocation (Jeff Leonard)

Comments to be seated (Joe Brink)

Recognize Distinguished Guests – Head Table (Joe Brink)

11:55 Notify attendees to start eating salads (Joe Brink)

12:15  Announcements:
   
   • Website update announcement (Capt Lantz)
   • Young Members Social (Tyler Johnson or Tara Grove)
   • Golf Outing – save the date (August 23th) and soliciting sponsors (Jeff Leonard or Joe Bassaillion)

12:20  Sustaining Member Firm Highlight:
   
   • Kaitlyn Willette, 4 Points Development

12:25  Featured Speaker (Joe Brink) Mr. David Bek, Director of Facilities and Logistics, National Air and Space Intelligence Center, WPAFB OH

David J. Bek is the Director of Facilities and Logistics for NASIC, WPAFB, OH. He is responsible for partnering with our 88th Air Base Wing (ABW) host and the Intelligence Community to provide NASIC facilities and logistics strategic planning, engineering, design, programming, procurement, construction and maintenance of NASIC’s Intelligence Production Complex, which houses over 4,000 personnel and consists of 916,000 square feet of facilities valued at over $1.1 billion. He also oversees procurement authority for $3.2 million worth of supplies annually and the management of $45 million worth of equipment. David is civil engineer with a master’s degree in engineering management, and
licensed engineer in the state of California. He is a 37 year career Air Force public servant, retired colonel of the US Air Force Reserves, and a former president of the Panama City Society of American Engineers (SAME) post.

Please welcome Mr. Bek!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Joe Brink) {PHOTO}

12:55 Final Announcements: (Joe Brink)

We will not have a regular August monthly luncheon, but we encourage each of you to join us at the Golf Outing on August 23rd. For the September meeting, expect an alternate venue. We are still working on the details, but we plan to conduct a site visit of the Dayton Arcade. All the information about the luncheon will be posted on our website and Eventbrite page.

50/50 Yellow Ribbon drawing (Tara Grove)

Thank the Hope Hotel staff.

You can register for the lunch via our website: http://www.samekittyhawkpost.org/

Reminder: if you’re not a member, but would like to be, please see me (Joe Brink)!

Reminder: if you need to pay for lunch or did not sign in when you arrived, please see Pete Battaglia.
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<tr>
<th><strong>January</strong></th>
<th><strong>February</strong></th>
<th><strong>March</strong></th>
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<tbody>
<tr>
<td>January 20 - Nomination for National Awards Deadline</td>
<td>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</td>
<td>Last Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</td>
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<td>All Individual Memberships Need Renewed</td>
<td>Mid-February- Engineer Week</td>
<td>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region</td>
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<td>Renew Post Office Box (Treasurer)</td>
<td>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</td>
<td>ASCE Joint Meeting</td>
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<td>Annual insurance renewal and provide update to 88 ABW Private Organization Office (Secretary)</td>
<td>Apply to National for Young Member Sponsorship at JETC</td>
<td>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</td>
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<tr>
<td>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</td>
<td>Young Member Hosted Luncheon</td>
<td>Development of Slate for Executive Board Election, usually handled by Fellows</td>
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<tr>
<td>Read Anti-Trust Statement at Membership Luncheon (Secretary)</td>
<td>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</td>
<td>Executive Board votes on SAME camp attendees</td>
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<td>TechFest</td>
<td>Solicit for West District Science Fair Judges</td>
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<td>Deadline to submit Army Camp Applications mid-March</td>
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<th><strong>April</strong></th>
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<tr>
<td>Science Fair winners presented at membership meeting</td>
<td>SM Dues paid by EFT</td>
<td>Scholarship winners presented at membership meeting</td>
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<td>Executive Board Election by members</td>
<td>Deadline for Posts to submit Navy Camp Applications to Camp Registrar mid-May</td>
<td>Review and vote on By-laws (at least every two years) (Secretary)</td>
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<td>Deadline to submit USAF application to the camp registrar mid-April</td>
<td>Preferred Transition of Post Leaders; new Board of Direction takes office</td>
<td>Young Member led meeting</td>
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**TechFest**

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<th>July</th>
<th>August</th>
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<td>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</td>
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<td>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</td>
<td>1 Sep - Fellows Nominations due to HQ</td>
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<td>SAME Camper presentation</td>
<td>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</td>
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<td>Years of membership pin presentation</td>
<td>Membership Presentation to Incoming AFIT Students</td>
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<td>Golf Outing – No Luncheon</td>
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<td>October</td>
<td>November</td>
<td>December</td>
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<td>October 1 - Student Chapter Annual Status Report due to meet 1B criteria for Outreach and Communication streamer</td>
<td>SM Dues paid by EFT</td>
<td>1st Thursday – Board Meeting &amp; Holiday Social</td>
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<td>Renew Installation Usage Approval with 88 ABW Private Organization Office (Secretary)</td>
<td>Nov 24 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</td>
<td>2nd Thursday - No Luncheon</td>
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<td>Industry Day</td>
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<td>Visit Monthly Luncheon Fees</td>
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In Attendance:
DiMisa, Joe
Pado, Joe
French, Teri
Grove, Tara
Lantz, Jesse
Kallas, Bronnie
Stanford, Buddy
Fox, Dale

On Phone:
Brink, Joe
Schuldt, Steve
Bielefeld, Ashley
Porter, Scott
Scannell, Chris